

**BY ORDER OF THE
INSTALLATION COMMANDER**



375AW INSTRUCTION 11-201

1 MARCH 1995

Flying Operations

***DISTINGUISHED VISITOR (DV) ARRIVALS
AND DEPARTURES***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Establishes responsibility and procedures for the expeditious handling of DV arrivals and departures at Scott AFB. It applies to Base Operations, Port Operations, Scott Command Post, Security Police, Maintenance, Wing Protocol Officer, and DV Greeting Officers.

SUMMARY OF REVISIONS

This instruction was revised to comply with AFI 37-160, Volume I, and AFD 11-2.

1. General. All DVs DV Code 6 and above, visiting Scott AFB will be afforded the courtesy of an official greeting on arrival and departure. Exceptions are:

- 1.1. No-notice DVs, such as crewmembers or others for whom there is no advance notification through schedules or the flight plan system.
- 1.2. DVs designated by the 375 AW/CC or CV as a "No Greet."
- 1.3. DVs permanently assigned to Scott AFB, except as indicated by the 375 AW/CC.

2. Responsibilities:

- 2.1. The Wing Protocol Office will equitably schedule assigned 375 AW Lieutenant Colonels and Colonels for DV greeter duty. The schedule will be developed and forwarded to each DV Greeter NLT 3 days prior to the 1st of each month.
- 2.2. The Base Operations will notify Scott Command Post when informed of the pending arrival of a DV Code 6 or above. Notification will include: initial notification, changes to arrival time, 10-mile check, actual time of arrival, changes to departure time, and actual time of departure. **NOTE:** The

time received from Base Operations on the initial notification will be the estimated time of arrival (ETA) at the initial approach fix and does not include time for the approach, landing, or taxiing to parking. Estimated time of blocks (ETB) is the time the aircraft will be parked and engines shut down. The ETB will be passed when available and will be identified as "block time."

2.2.1. Afford "walk-in" DVs normal DV courtesies (access to Base Operations DV Lounge, coffee, assistance with phone calls, and transportation requests, etc.)

2.2.2. Notify the Law Enforcement Desk (LED) Sergeant, Exts. 62223/62224, of all aircraft and departures involving DV Code 4 or above, the positioning of HQ AMC Commander, Vice Commander, and USTRANSCOM DCINC aircraft for departure, and of all aircraft/passengers/cargo requiring customs inspection. Notification will include: type of aircraft, call sign, DV Code, parking spot, ETA/ETB and/or ETD, customs inspection requirements, and any special security requests.

2.3. Port Operations will notify Base Operations when information concerning DV arrivals/departures is received from sources other than Base Operations (space available travelers).

2.3.1. Provide transportation for all through DVs. Coordinate transportation requirements with Vehicle Operations for all DVs terminating at Scott AFB.

2.3.2. Require a representative from Passenger Service to meet all DV Code 6 and above.

2.3.3. Make the DV lounge available to distinguished visitors during nonduty hours (0001-0500). Contact the air terminal operations center shift supervisor, Ext. 62518, to ensure the lounge is opened for DVs who desire its use for short periods of time.

2.3.4. Ensure AMC/CC/CV or their executive officers have coordinated on the manifesting of additional passengers on AMC/CC/CV aircraft.

2.4. The Scott Command Post will notify the Base Operations Dispatcher, upon receipt, of all inbound DV aircraft that have not previously been identified by Base Operations. Make an additional call when informed that the DV aircraft will arrive earlier than its original ETA, or more than 20 minutes later than its original ETA.

2.4.1. Include in the notification, changes in the arrival time of more than 15 minutes and a 10-mile final check when the 375 AW Command Section is meeting a scheduled DV. Notify the 375 AW Command Section of all AMC/CC/CV, DCINC USTRANSCOM, and AMC Numbered Air Force Commanders' arrivals and departures. Additional notification is required for all DV 4 and above arrivals who are not included on the morning schedule. Confirm the Command Section's desires during duty hours for anticipated night arrivals.

2.4.2. Notify the DV greeter of any nonscheduled DVs that they are to meet. Advise the DV greeter of changes in the arrival time of more than 15 minutes and the 10-mile final check.

2.5. The Maintenance Aircraft Coordination Center will dispatch a fuel truck when a DV Code 6 (or above) aircraft calls for its 10-mile check.

2.5.1. Coordinate normal ground servicing with transient alert. Required aerospace ground equipment (AGE) will be dispatched 15 minutes prior to aircraft arrival.

2.5.2. Ensure that DV aircraft are parked according to rank on the ramp in front of Base Operations and provided priority servicing. To preclude departure delays, the parking spot next to the DV aircraft will not be used when refueling is required.

2.5.2.1. Row 14-primary parking for DV aircraft. Slot 14 will be used for the highest ranking officer.

2.5.2.2. Row 13-used when aircraft cannot be parked on Row 14.

2.5.2.3. Row 15-used when parking is not available on Rows 14 or 13. Primarily used by C-141, C-130, T-43, and other large aircraft.

2.5.2.4. Due to insufficient win-tip clearance, C-12s will not be parked on adjacent spots in this area.

2.6. The DV Greeting Officer. Their purpose is to greet all Code 6 or above DVs, on behalf of the 375th Airlift Wing Commander, when arriving or departing Scott AFB. They provide assistance to the DVs, as requested, which could include obtaining transportation, lodging, and dining. They must ensure the DV is properly welcomed. Normally, when DVs arrive, their requirements are prearranged by their host. Transient DVs usually require minimal services and will use the DV lounge for a break area.

2.6.1. The DV greeting duty is for a period of 24 hours, starting at 0012-2400. Contact the Scott Command Post after 2100 the night prior, and once again first thing in the morning, to determine which DVs are scheduled.

2.6.2. Security of Distinguished Visitors and Aircraft:

2.6.3. Specific security requirements for DV Codes 4 (and above) and their supporting aircraft.

2.7. DV Codes 1 and 2 Aircraft. Special security requirements are in AFI 31-101, as supplemented by HQ AMC.

2.8. DV Codes 3 and 4 Aircraft. Provide security equal to other aircraft parked on the ramp. The aircraft commander will coordinate additional security with 375 SPS/SPO. See AFI 31-101 and AFI 31-209, as supplemented by HQ AMC, for further guidance.

2.9. The AMC Commander or AMC DV-designed aircraft. Upon such designation, owner/user agencies in conjunction with random security patrols will maintain security until departure.

2.10. General Security Procedures: A security patrol will meet DV Codes 4 (and above) aircraft upon arrival and maintain security of the area until the DV personnel depart the area.

2.10.1. Extended ground time or overnight aircraft. Park the aircraft in an illuminated controlled area (during hours of darkness). Increase random security checks.

2.10.2. Record DV Codes (and above) aircraft arrival and departure in the blotter.

2.10.3. Flight-Line Entry Control Requirements.

2.10.4. Free Zone (DV parking spots 13A-15C in front of Base Operations.) Entry is the responsibility of the owner/user (Ref: AFI 31-209) supported by random security patrols.

2.10.5. Security Zone (designated by red lines and restricted area signs).

2.10.6. Entry is authorized by the AF Form 1199, **USAF Restricted Area Badge**, issued at crew-member's home station, supported by crew orders, passenger manifests, etc.

2.10.6.1. Personnel without an AF Form 1199 must be escorted at all times by an escort official.

2.10.6.2. Scott AFB personnel requiring entry/access to perform official duties will display an AF Form 1199 (card) with the Area 4 open. Verification is by their control center or the Command Post through the LED. **NOTE:** All general officers (and civilian equivalents) are exempt from displaying the AF Form 1199 anywhere on the flight line.

2.11. Personal Security for Transient DVs:

2.11.1. Security Police will make frequent checks of temporary DV quarters, to include the Essex House as the situation necessitates.

2.11.2. The Office of Special Investigations, Detachment 301, will provide individual DV security during increased threat conditions.

2.12. The DV Codes and What They Represent:

2.12.1. Code 1- The President of the United States.

2.12.2. Code 2 – The Vice President of the United States.

2.12.3. Code 3 – Presidential Appointees and Four Star Generals.

2.12.4. Code 4 – Three Star Generals, GS-18s and GS-17s.

2.12.5. Code 5 – Two Star Generals.

2.12.6. Code 6 – One Star Generals.

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Commander